



U.S. Department of Energy

National Energy Technology Laboratory



November 12, 2004

To: All Prospective Offerors

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. DE-RP26-04NT42256, ENERGY STAR, EQUIPMENT STANDARDS AND ANALYSIS, AND BUILDING TECHNOLOGIES SUPPORT SERVICES

Executive Summary Letter

This letter transmits Request for Proposal (RFP) No. DE-RP26-04NT42256 entitled "Energy Star, Equipment Standards and Analysis, and Building Technologies Support Services." The U. S. Department of Energy, National Energy Technology Laboratory (NETL), is requesting interested and qualified small business firms to submit proposals and compete for the award of a contract. The purpose of this Executive Summary Letter is to highlight salient elements of the RFP. This letter is not an integral part of the RFP which is a self-contained document. In the event of any conflict between the contents of this Executive Summary Letter and that of the RFP, the RFP language will prevail. Offerors are cautioned to examine carefully the entire RFP, including the draft contract therein, and the requirements contained therein.

The formal solicitation document will be disseminated and proposals received electronically through the Industry Interactive Procurement System (IIPS) located at the following URL: <http://e-center.doe.gov>. IIPS provides the medium for disseminating solicitations, receiving proposals, and evaluating proposals in a paperless environment. Completed proposals are required to be submitted via IIPS. Individuals who have the authority to enter their company into a legally binding contract and intend to submit proposals via the IIPS system must register and receive confirmation that they registered prior to being able to submit an application on the IIPS System. An IIPS "User Guide for Contractors" can be obtained by going to the IIPS Homepage at <http://e-center.doe.gov> and then clicking on the "Help" button. Questions regarding the operation of IIPS may be e-mailed to the IIPS Help Desk at IIPS_HelpDesk@e-center.doe.gov or call the Help Desk at (800) 683-0751.

This requirement is a total Small Business Set-Aside. Only eligible concerns meeting the size standards identified in the North American Industrial Classification System (NAICS) code 541330 (size standard of \$23.0 million), who wish to have a proposal evaluated should respond to the requirements of this RFP.

Each offer will be objectively reviewed on its own merit against the evaluation criteria stated in the RFP (See Section M).

The Government anticipates a single award of an IDIQ Task Order contract resulting from this solicitation. It is anticipated that Cost Plus Fixed Fee Task Orders will be the primary type of Task Order(s) utilized in performance of the requirements. However, the contract also allows for placement of Firm-Fixed Price Task Orders. The DOE reserves the right to award the contract type and number deemed in its best interest. It is anticipated that this effort will result in an award of contract with a three (3) year base period and one (1) two (2) year option period.

Proposals must be submitted in accordance with the requirements of the RFP (See Section L). Offerors are also advised to give particular attention to the evaluation criteria identified in Part V, Section M. The proposals must be received through IIPS not later than **8:00 p.m. EST on January 4, 2005**.

Proposals must authorize a period for acceptance by the Government of not less than one hundred eighty (180) calendar days from the date specified for receipt of proposals. Further, you are cautioned that late proposals, modifications, and withdrawals will be treated in accordance with the article in Section L entitled "Instructions to Offerors - Competitive Acquisition."

All requests for explanation or interpretation of any part of the solicitation must be submitted through the "Submit Question" feature in IIPS. Once a question is submitted, it can not be edited. Questions submitted as well as the Government's response to these questions may be viewed by using the "View Questions" feature in IIPS. The Government reserves the right not to respond to questions submitted by telephone, E-mail or in person at any time.

The only method by which any term of this solicitation may be amended is by an express, formal amendment generated by the issuing office and disseminated through IIPS. No other communication, whether written or oral will amend or supersede the terms of this solicitation.

Offerors are encouraged to periodically check IIPS to ascertain the status of any amendments and review the answers to questions as hard copies will not be distributed.

It is also recommended that all prospective offerors download a copy of the DOE "Lobbying Brochure" [http://professionals.pr.doe.gov/ma5/MA5Web.nsf/WebAttachments/LOBBYING2/\\$File/LOBBYING2.doc](http://professionals.pr.doe.gov/ma5/MA5Web.nsf/WebAttachments/LOBBYING2/$File/LOBBYING2.doc) which provides a summary of the statutory and regulatory restrictions regarding lobbying activities for Federal contractors and recipients.

Sincerely,

Original Signed by Raymond R. Jarr

Raymond R. Jarr
Contracting Officer
Acquisition and Assistance Division

Enclosure